

**State of Connecticut
Department of Social Services
Job Opportunity**

Grants and Contracts Specialist

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: April 28, 2014

Closing Date: May 5, 2014

The Department of Social Services (DSS) is currently accepting applications for one (1) Grants and Contracts Specialist position located in our Hartford Central Office in the Contract Administration Division.

Open To: The Public and State Employees. Applicants must have taken and received a passing score on the current Grants and Contracts Specialist examination Number 130770 promulgated by the State of Connecticut's Department of Administrative Services, or must currently hold permanent status in this job class. State employees currently holding the job title of Grants and Contracts Specialist may apply for lateral transfer.

Position: Grants and Contracts Specialist

Position Number: 108128

Bargaining Unit: Administrative and Residual (P-5)

Salary Range: \$71,988.00 - \$92,585.00 Annually (AR 26)

Hours: Monday through Friday, 40 hours per week

Location: DSS Central Office, 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES:

Performs specialized related duties in the area of grants management; performs research to support the application for or the disbursement of grants including needs analysis, literature review and regulations critique to identify problems and determine priorities; develops alternatives; gathers information related to program area; develops goals and objectives, evaluation standards, timetables, other program components and department policy for program area and individual projects; prepares grant proposals; monitors use of grant monies awarded to agency to ensure adherence to all terms and conditions; facilitates direct grant process; provides technical assistance and acts as resource person to grantees; evaluates program proposals and applications for conformance with regulations and state goals; recommends funding; prepares contracts and agreements related to grant activities; monitors and assesses ongoing programs for conformance to reporting requirements, general budget and timetable guidelines and program effectiveness; prepares quarterly and annual reports and statewide annual plan or section of plan related to program local area; attends meetings of appropriate state, local and regional organizations and performs other liaison functions to coordinate efforts in program area;

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

Preferred experience drafting and developing personal services agreements, purchase of service contracts and memoranda of agreement and/or understanding; grant preparation and contract administration; ability to negotiate; considerable written communication skills including the use of proper grammar, punctuation and spelling as well as strong organizational skills and ability to work independently.

performs related duties as required.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules. Applicants must have taken and received a passing score on the current Grants and Contracts Specialist examination Number 130770 promulgated by the State of Connecticut's Department of Administrative Services, or must currently hold permanent status in this job class. State employees currently holding the job title of Grants and Contracts Specialist may apply for lateral transfer.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two most recent performance evaluations. Please be sure to specify the job posting number on all application materials and mail your completed CT-HR-12 and the additional requested documents to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Incomplete or late applications will not be considered. Due to the large number of applications received we are unable to field phone inquiries to confirm receipt of applications

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY MONDAY, MAY 5, 2014

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.